



GENERAL SERVICES DEPARTMENT AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN - POLICY

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EMPLOYMENT - CLARK COUNTY HUMAN RESOURCES DEPARTMENT

Title I of the ADA mandates that the services, programs, and activities pertaining to Clark County employment be implemented pursuant to applicable state and federal regulations and said regulations be enforced by the Clark County Human Resources Department.

RESPONSIBILITIES

Responsibilities for non-discriminatory employment practices include:

1. Clark County ADA Coordinator - Facilitator
2. Human Resources Department - Responsible for policy development and implementation.
3. Conduct investigations regarding alleged employment discrimination and practices and forward investigation results to the County ADA Coordinator.
4. The Clark County Human Resources Department has given careful examination in the self-evaluation process to include, but not limited to the following:
 - Recruitment and Selection
 - Classification and Compensation
 - Employee Benefits
 - Performance Management
 - Training
 - Discipline and Appeal
 - Personnel Records & Confidentiality

Clark County Human Resources is determined and committed to providing equal opportunity for all individuals seeking employment with Clark County, as well as providing a work environment free from discrimination based on race, politics, religion, sex, marital status, ancestry, color, national origin, age, disabilities, veterans' status, or any other non-merit factors of any kind. Human Resources will continue to review and update communications, policies, and processes to ensure compliance with Title I of the ADA Act.

EQUAL EMPLOYMENT OPPORTUNITY

The County Human Resource Department will assure equal opportunity and fair employment and hiring practices through affirmative action to all persons regardless of race, color, ancestry, religion, national origin, sex, marital status, age, sexual orientation, physical or mental disability.

Upon request, the following assistive services and devices may be made available (This list is not all inclusive):

- Provide large type documents
- Provide readers for individuals with visual impairments to review all pertinent material distributed
- Provide amplification or listening devices
- Provide interpreters
- Provide assistance with reading/interrupting HR materials
- Provide assistance to questions over the phone or at the counter
- Provide eye level interaction (may involve moving away from the counter)
- Provide assistance in completing application
- Provide extra time to explain things one-on-one
- Provide repetitive responses of verbal information
- Simplify instructions (both written and verbal)
- In testing situations or interviews, present the information to an applicant in written format
- Increase type size of handouts, applications, and other HR related forms.
- When possible, anticipate needs of group – whether an internal employee group or a group of candidates, and be prepared to offer assistance.

REQUEST FOR REASONABLE ACCOMMODATIONS

Clark County employees may elect to disclose a disability for the purpose of requesting a reasonable accommodation(s).

Requests for accommodations do not need to be in writing and may be made in “*plain English*” without reference to the ADA or use of the phrase “reasonable accommodation.” Employees must understand that Clark County is only required to accommodate known disabilities.

Requests may be made by contacting one or more of the following:

- The Human Resource Department
- The Clark County ADA Coordinator
- The employee’s supervisor

Assistance in determining an appropriate accommodation may be made by contacting the “**Job Accommodation Network**” at 1-800-526-7234 or by accessing their website at www.jan.wvu.edu. (http://www.jan.wvu.edu/portals/state_local.htm#accomm)

Access Board Technical Assistance (800) 872-2253

SUMMARY

- Clark County Human Resources will continue to revise policies and procedures as needed for providing access to human resource services by individuals with disabilities.
- Employees will periodically be advised of ADA requirements through a variety of methods including memos, seminars, trainings, posting of notices.
- Revise language in written communication for all human resource disciplines as needed.
- Continue to update and revise recruitment and selection processes to ensure that persons with disabilities will receive equal opportunities.
- Resources will verify that all contractors and service providers for the department comply with ADA requirements and do not discriminate against persons with disabilities.
- Human Resources will review and revise as needed the new employee orientation process to include a notice of accommodations that are made to individuals with disabilities and to indicate that such accommodations will be provided by request.
- Human Resources is revising all aspects (to be inclusive of all HR activities) of the employment process to be consistent with the requirements of Title II of the ADA

- Review and revise internal job announcement/application (union/guild, departmental, or County only) forms to include that reasonable accommodation will be provided when requested by applicants with disabilities. Note: external job announcements/applications already provide this information
- Human Resources will ensure that all current employees have access to job postings within their departments
- Human Resources has updated external internet and job hotline communications to include that reasonable accommodation upon request will be provided
- HR reception personnel are trained in TTD equipment